DRILL MANAGER

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Agenda

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References

- Drill Management Module (DMM)
  - Located on the Manpower Portal (https://www.manpower.usmc.mil)
  - Allocate, schedule and approve ALL drill types (except Associate / Appropriate duty)
  - Maradmin 513-14
    - Changes to Drill Scheduling and Administrative Procedures Within Drill Management Module (DMM)
  - Maradmin 078-13
    - Change to fielding of the Requirements Transition and Manpower Management System (RTAMMS), Total Force Administration System (TFAS) and DMM.
  - Maradmin 245-12
    - Trusted Agent and Muster Manager must upload DD Form 577 (Appointment/Termination Record)
    - APD Manager, Muster Official, Proxy, Reviewer and Schedule Creator must upload DD Form 577 (Appointment/Termination Record)
  - Maradmin 311-11
    - Roles and rank requirements in DM:

References

Maradmin 513-14 -Changes to Drill Scheduling and Administrative Procedures Within Drill Management Module (DMM)

A. A YEARLY DRILL CALENDAR WILL BE ESTABLISHED IN DMM. BY 1 DECEMBER OF EACH YEAR.

B. EFFECTIVE 1 DEC 2014, DMM WILL NO LONGER ALLOW A LOCAL COMMANDER BELOW THE BATTALION/SQUADRON LEVEL TO CHANGE OR CANCEL A UNIT'S SCHEDULED DRILL DATE.

C. EFFECTIVE 1 OCT 2014, RESERVISTS WHO JOIN A DRILLING RESERVE UNIT AFTER THE COMMENCEMENT OF THE FISCAL YEAR WILL HAVE 60 DAYS FROM UNIT JOIN DATE TO SCHEDULE ALL DRILLS WITHIN DMM.

D. EFFECTIVE 1 OCT 2014, LATE DRILLS WILL BE PROHIBITED FROM BEING SCHEDULED BEYOND 30 DAYS FROM THE ACTUAL DATE THE MEMBER DRILLED.

E. APPROVAL TO OVERRIDE THE ABOVE DMM CONTROLS WILL REQUIRE JUSTIFICATION FROM THE INITIATING UNIT TO THE BATTALION/SQUADRON OR HIGHER LEVEL COMMANDER OR DESIGNATED REPRESENTATIVE WHO WILL SUBSEQUENTLY BE REQUIRED TO CONTACT THE DMM HELPDESK WITH APPROVAL.

DMM Permissions

- **DRILL MANAGER (DM)** – CO or I-I (if delegated must be E-8 or higher) May be appointed on a case by case basis by the Director of Reserve Affairs (RA) at the platoon level (**changes in MCRAAM for DM to be E-6 or higher)
- **ADDITIONAL PAID DRILL (APD) MANAGER** – Role is the responsibility of the S-3 or appointed IMA Op-Sponsor (must be E-6 or higher)
- **TRUSTED AGENT** – Acts as the approver in the absence of the CO, I-I or Op-Sponsor. Role must be delegated in writing to another Commissioned Officer, Warrant Officer, 1stSgt, MSgt or G6 and above
- **APPROVER** – CO, I-I or Op-Sponsor
- **MUSTER MANAGER** – Role is the responsibility of the S-1/Admin Office (must be E-6, GS-5 or higher)
- **MUSTER OFFICIAL** – Verifies the attendance at a drill (must hold the grade of E-4, GS-6 or higher)
- **PROXY** – Submits requests on behalf of another Marine (must hold the grade of E-4, GS-4 or higher)
- **REVIEWER** – Reviews rescheduled IDT requests for Individual Marines (must hold the grade of E-4, GS-6 or higher
- **SCHEDULE CREATOR** – Generates the Training Schedule for the unit. Role is the responsibility of the S-3 (must be E-6, GS-5 or higher)
- **STANDARD USER** – Views the units schedule Drill Period, requests RIDT and APD. All Marines in SMCR units, in the IRR and the IMA program must register on the Manpower and Reserve Affairs website (www.manpower.usmc.mil) in order to be granted this user role

Drill Type

- IDT – Inactive Duty Training (48 Max per fiscal year)
  - “Regular” drill weekend drills
  - EIO’s – Max of 4 per FY (executed within 60 days after missed drill and same FY; Included in Regular 48 Drill count)
  - EIN’s – Indefinite (Performed to make up drills without pay from previous 12 months)
- ATP – Additional Training Period (36 Max per fiscal year)
- RMP – Readiness Manning Period (36 Max per fiscal year)
- AFTP – Additional Flight Training Periods
  - Max 72 for aircrew members/FY (Max 84 in combination with ATPs/RMPs; 96 w/ SecNav approval)
- FHD – Funeral Honors Duty Process
- (1) CMC Tasks unit for funeral
- (2) Unit emails MFR Adjutant OMB: MFR_ADJUTANT@usmc.mil for required FHDs
- (3) MFR Adjutant allocates FHDs to unit in DM
- (4) Unit Approves FHD Drills
- (5) Unit Conducts FHD
- (6) Unit Exports FHDs for payment
  - FHD ADOS orders will require The Exception to Marine Corps Policy process if issued as confirmation orders

Marking Categories

There are three types of drill markings:

MCO 1001R.1K – Marine Corps Reserve Administration Management Manual (MCRAMM)

1.“X” Present

2.“A” Absent (Excused Absence **“EA”** / Unexcused Absence **“UA”**)

a. TNPQ, NPQ, LOD (CO Dir “Not authorized” to drill) (Marked as **“EA”**)

3. **“NS”** Not Scheduled

a. RIDT (MUST be approved PRIOR to drill weekend within DMM)

b. Not a member (ED of Tr to IRR/IUT/Drop is prior to drill weekend) (Marked as **“NM”**)

c. Within 60-days of demobilization

d. On Active Duty (ADOS, Mob, AT, IIADT, school…etc)

RPMC

Reserve Personnel Marine Corps (RPMC) Obligations (Prior FY drill reporting) –

Per MCO 7300.21A (Marine Corps Financial Management SOP Manual) - RPMC is the appropriation that provides funds for pay and allowances for Reserve personnel on active duty for training; drill pay, etc.

How to request retroactive payment of previous FY drills not previously submitted via drill management module.

This process requires a standard letter to HQMC (Director, Reserve Affairs RAP-3) and must be endorsed through the proper Chain of Command. The letter must contain:

1. Justification why the drills were not reported in a timely manner
2. Estimated cost of requested obligation (Total IDT payment amount)
3. Copy of the signed muster sheet

Corrective Action

Under the “Corrective Action” tab within DMM, you should see the following options:

1.Delete Attendee from Muster Sheet
2.Change Drill Attendance on Exported Muster Sheet
3.Change EDP Determination
4.Research Failed Validation Checks
5.Research Transactions Submitted by DMM

“Research Failed Validation Checks” – Of the five options, this is the most important. DM checks all unit diary transactions (exported unit diaries) before submitting them. A transaction will fail if a Marine in the unit diary transaction meets any of the following conditions:

- DM has submitted a transaction with the same drill date and same drill type.
- The number of paid drills submitted and processed will exceed 48 drills for the fiscal year.
- The Marine’s status prevents DM from processing drill payments.

***NOTE:** Red check boxes indicate a failure. After the Muster Manager corrects the drill, the check box will turn to green, indicating a resolution.

Corrective Action Cont.
Transfer To IRR Prior To Posting Of Drills

1. Marine has completed drills prior to the effective date of being transferred to the IRR but is transferred prior to drills being submitted (exported)

2. Rejoin the member to the SMCR RUC Command allowing a one day break in the IRR. (History Statement: Member re-joining Command in order to report previously missing IDT)

3. Once rejoined, the Command will re-submit the drills within DM (ASAP)

4. The Command must validate that the drills have posted within MCTFS (S981 screen)

Example:

1 Aug 13 - Transfer to the IRR

2 Aug 13 - Join the IRR

3 Aug 13 - Rejoin to Command (History Statement: Member re-joining Command in order to correct previous IDT P&A only)

4 Aug 13 – Re-transmittal of drills in DM

**** – Upon posting of drills Transfer to the IRR (History Statement: Members previous IDT P&A have been adjusted and posted within MCTFS)

5. Upon posting of drills in MCTFS, the Command must retransfer the Marine to the IRR ***Ensuring to use an effective date that is after any drills were completed and after the one day of IRR segment. (History Statement: Members previous IDT Pay and Entitlements have been adjusted and posted within MCTFS)

6.MCIRSA will then rejoin the member to the IRR and no further actions required

****NOTE** Do not leave the Marine in SMCR RUC more than 1-2 wks; SGLI payments will be deducted**

Transfer to Active Duty Prior to Drills Posting (Sample Email to the DM Help Desk)

Units that have reservists who have completed drills and were not paid due to being transferred to active duty before the drills posted must use the below verbiage (updated with the members information to the DM Help Desk. They will then process the drills for payment. Ensure you verify and validate the below information in MCTFS before submission

In working in RUC XXXXX PLT XXXX (WS) under Corrective Action Tab, and Research Failed Drill Validations section, GySgt Awesome has 6 days (12 drills) that are on hold due to an 'Incorrect Pay Status' as the Marine is on active duty now and will not be released until XXXXXXXX. Drills are on hold and were not exported before the Marine was transferred to active duty; however, it has been determined that these drills will post, so it's requested that the following drills be pushed for RUC XXXXX PLT XXXX (WS):

The following MCTFS Screens have been checked:

D600 to make sure mbr was in good status during drill periods

D609 to make sure mbr is in a valid pay status (77000) during drill periods

D981 to make sure were not reported via UDMIPS

D982 to was not on active duty during drill periods

RT04 to check current drill balance to make sure mbr will not exceed 48 drills

D984 to check to see if the drills were previously reported as absences

List the below information for each drill submitted

Drill Date	Rank
Drill Type	Date Exported
Last Name	Validation Failure
First Name	Re-submitted by
	Date Resubmitted

Trends

- Incorrect muster markings
- RIDTs approved after the scheduled IDT / not approved within DMM (Big MCAAT trend).
- Required “Paid Drill Roster” not being pulled (Can be pulled via DM / Reports / Drill Unit Summary or via ODSE User Reports / MCAAT / TOOLS / Reserve Drill Count Fiscal Year) **all permissions can pull report via DMM
- DM permissions given outside authorize parameters
- Missing required waivers for permissions outside authorized parameters
- Missing required DD Form 577’s/Appointment Letter’s for DM permissions
- Not reviewing the Corrective Actions Tab within DM to ensure all musters have been exported and posted within MCTFS
- Scheduled drills not mustered or deleted
- Units not scheduling drills prior to cutoff date(s)

Conclusion

During this presentation, we covered DMM permissions, the different drill types and marking categories, RPMC, corrective action and trends. The overall take away is that as administrators, we have to stay involved with the process of paying Reservist both accurately and within a timely manner.

QUESTIONS?